

**Health and Safety Policy  
Leeds Canoe Club  
August 2015**

**General statement**

Leeds Canoe Club is committed to ensure the health, safety and welfare of members so far as is reasonably practicable. The Club has no liability of "the risk of sport" taking part in club activity's

**Leeds Canoe Clubs objectives are:**

- To provide and maintain a healthy environment for all Club users
- To provide health and safety information, training and supervision as necessary
- To ensure that all equipment is maintained properly and only used in good working order.
- To encourage Club members to take reasonable care for the health and safety of him/herself, fellow members and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.
- To ensure that club members observe health and safety rules and procedures laid down by the club and use health and safety equipment provided

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

**Responsibilities**

- Chairperson: Overall safety responsibility at the Club.
- Coaching Officer: Responsible for club coaching activities.
- Kit Officer: Responsible for the maintenance of equipment, building and surroundings.

**Organisation and Responsibilities for carrying out the Policy**

**Fire and Emergency Procedures**

- In the event of fire immediately vacate the area and assemble in the front car park
- Call the fire brigade - 999
- Do not attempt to fight a fire.
- Do not return to vicinity of fire until all clear given.

**Last Updated: August 2015, next Review Date: August 2016**

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**Accident/Incident procedures**

- Make area safe
- Contact first aider if there is an injured person
- If necessary contact the emergency services
- Report the accident/incident using the accident and incident reporting forms (held by the chairperson).
- Investigate all serious accidents/incidents and report on steps to prevent recurrence
- Report serious accidents to BCU/Insurance/RIDDOR

**Child Protection**

Leeds Canoe Club wishes to ensure that all those taking part in club activities are able to do so protected and kept safe from harm. Leeds Canoe Club recognises its specific duties towards children and vulnerable adults. In order to protect this group the Club has implemented a child and vulnerable adult protection policy and procedure. See the website for the link to this policy.

**Location of first aid boxes**

- Main storeroom, back of door.

**Risk assessments**

The Club, in so far as is reasonably practicable, shall ensure:

- That suitable and sufficient assessment is made of the risks to the health and safety of club members and others affected by the club's activities.
- That adequate control measures are implemented to control identified risks
- That all such assessments are reviewed periodically and, if necessary, revised in the light of legislative or organisational changes.
- That all members of the Club, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

All members of the Club shall comply with the Club's procedures for risk assessment.

**Health and Safety Arrangements**

**Club Rules**

- New members and old alike are reminded that below the clubhouse are several potentially fatal weirs. If in doubt do not paddle.

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- Request the company of an experienced paddler and inspect before using the water.
- Never paddle in groups of less than three especially on unfamiliar water.
- Normal paddling levels are several inches below the wooden jetty. Levels above the wooden jetty will prove hazardous or life threatening.
- Always follow coaches/leaders instructions
- Do not access water unless instructed by a coach/leader.
- Always wear a CEE approved helmet, and buoyancy aid (Open boaters on flat water – helmet optional).
- Always check other people's spraydeck loops are showing and not tucked inside.
- Always dress appropriately for prevailing weather conditions. Be aware of hypothermia, cyanosis, and unresponsive behaviour. Carry suitable equipment, clothing and food depending on the type of activity undertaken.
- Never paddle after alcohol or any drugs that may cause side effects.
- Take care when lifting equipment, especially when carrying boats
- Do not run with kayaks/canoes.
- Stack kayaks on sides in racks provided and place paddles in rack.
- Report any faulty equipment to a coach/leader.
- Never alter the outfitting in a craft without experienced advice.
- Be aware of varying water levels on rivers.
- Be aware of potential hazards, trees, rocks, weirs etc. Always be aware of other water users
- Inspect and portage where necessary.
- Be honest with yourself, do not exceed your paddling ability.
- Anyone who purchases a new boat is advised to seek assistance and check they can confidently exit the vessel before embarking on any activity. If you are thinking of purchasing a new boat take advantage of club advice.
- Remember your actions directly affect others you paddle with and therefore the safety of any group must be paramount.